

**CHANGE**U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

2700.32 CHG 1

11/13/91

SUBJ: ACCOUNTING PROCEDURES, PERSONAL PROPERTY IN-USE MANAGEMENT SYSTEM

1. PURPOSE. This change adds the Departmental Accounting and Financial Information System (DAFIS) and the Standard Governmental General Ledger Codes, a revised General Ledger Treatment Table, and revised system screen formats.

2. EXPLANATION OF CHANGES.

- a. Changes all references of UAS to DAFIS.
- b. Adds DAFIS general ledger accounts.
- c. Changes Figure 6-1, PPIMS Accounts to incorporate the DAFIS general ledger accounts.
- d. Changes Figure 6-2, PPIMS General Ledger Treatment Table to incorporate the DAFIS general ledger accounts.
- e. Changes Figure 7-5, Accounting Update Menu to include new function key 12, Delete Empty Batch.
- f. Adds asset class code 20, Prototype and experimental equipment, to the PPIMS financial codes.

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*E. M. Keeling*  
 E. M. Keeling  
 Director of Accounting

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c. Recording Level. PPIMS property records are maintained at two distinct levels:

(1) Installed Facility Equipment. This equipment (asset class 61) is summarized at the facility level. The total value of the facility (including installation charges) is maintained on the property record. Adjustments (increases or decreases) to the total value are made on an item or equipment basis, but individual itemized property records are not established. The item or equipment level adjustments are reported on transaction reports for audit trail purposes.

(2) Itemized Property. This equipment (asset classes other than 61) is recorded on an individual item basis and controlled through the assignment of a Property Identification Number (PIN).

(3) Files. Itemized property and installed facility equipment are maintained in separate data files and together these files provide the subsidiary \* ledger support for general ledger control account 17GP, Equipment In-Use, in PPIMS.

d. Input Menus. PPIMS employs a main menu, subsidiary menu (called from the main menu) concept. The main menu lists the major system processes or update modules. Each subsidiary menu, which represents a major update process, lists the detail update functions that can be performed. Associated with each subsidiary menu are detail screens for processing specific file or table updates. Each detail screen contains function keys that describe what input operations can be done.

e. System Access. Access to PPIMS is provided through the use of user identification numbers and passwords assigned to individual users. In addition, user input is restricted to functional requirements; i.e., logistics, accounting, or management systems users can use only those screens they should logically control.

f. Transaction Codes. The system is driven by a series of transaction codes that identify acquisition, transfer, or disposition of property. These codes also specify the applicable general ledger treatment for updating the general ledger control file resident in PPIMS. The transaction code and ownership code are used together to edit transaction input.

g. Other Features. This system has the following features:

- (1) The system is on-line, interactive.
- (2) Automatic cursor positioning to mandatory input fields on all input screens.
- (3) Front-end edit of transactions.

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(4) Input Errors are screen highlighted with meaningful error messages.

(5) Users can inquire or browse system files.

(6) System outputs PIN labels on a periodic basis for attachment to the items of property.

21. DATA FILES. The PPIMS data base is organized into several data files that are described below.

a. Suspense File. This file is the primary control to review and monitor certain property updates to PPIMS. Transactions (except adjustment transactions) input by logistics personnel are recorded to this file as well as the PPIMS property data base. Accounting personnel first enter certain due-in transactions which are followed by subsequent matching input from the logistics division or accounting personnel enter clearing dates by document number for previously entered data by the logistics division. In either case, accounting input is only made to the suspense file. Suspense file records only clear this file when both offices have made their respective input. Key data elements are transaction code, document number, item number, item number quantity, received quantity, unit amount, received amount, and cost center.

b. Itemized Property File. This file maintains the itemized property records by custodian. Each property record contains the item's PIN, Facility type, transaction code, NSN/SUFFIX, serial number, ownership code, criticality code, year of manufacture, property value, LOG document number, and action date.  
\* Itemized property records do not include FAA-owned installed facility equipment. \*

c. Facility Table File. This file maintains the summary value of installed facility equipment and total installation charges by facility identification and location. Installed facility equipment is classified under asset class 61. The key data elements are cost center, location, facility identification, rolled-up facility value, and rolled-up installation charges. Facility identification data is entered by the Facility Master File interface and the initial value of installed facility equipment is entered through the Project Materiel interface. Subsequent monetary adjustments to installed facility equipment values are entered manually.

d. National Stock Number (NSN) Description File. This file maintains NSN, NSN description, and any associated NSN suffix data. NSN data from this file may be applied from one to many like items or units of property having the same suffix. The NSN suffix number is used within a NSN to differentiate between manufacturer, equipment model, or equipment type. Each logistics division maintains this file. The file is used to edit itemized property input.

e. General Ledger File. PPIMS uses transaction codes for all monetary input to update the general ledger file. The file serves as a general ledger control for accounting office monitoring of recorded property values. This file

- \* contains the DAFIS general ledger accounts used by PPIMS and maintains these property levels by account number. The three levels by account number are: daily, month-to-date, and cumulative-to-date.

## 22. SUSPENSE FILE CONTROL.

- a. Control. The suspense file exists as the primary control for accounting to monitor and validate input to PPIMS. When the accounting office enters subsequent data that matches prior logistics input, the records are flagged and they clear at monthend. Certain due-in transactions are initially entered by the accounting office which are subsequently matched by logistics division input of receipt data. When both accounting office input and logistics division input have been made, suspense file records will then clear the file.
- b. Subsidiary Ledger. The records in this file are the subsidiary support to account 19FA, Undistributed Assets, in PPIMS.
- \* c. Accounting Input. Accounting office input to the suspense file has two formats:
  - (1) Due-In Transactions. Under the assumption that the accounting office receives the source documents first, the accounting office enters batched transactions for transaction code (TC) 00, Items Received From The FAA Logistics Center; and TC 06, Regional Funded Purchases.
  - (2) Due-In Clearance. Due-In transactions previously entered by the accounting office will be matched by subsequent logistics division input (i.e., receipt data). The match for TC00 are transaction code, document number, and unit amount. The match keys for TC06 are transaction code, document number, line item number, cost center code, and quantity.
  - (3) Clearing Dates. For all other suspense file transactions entered by the logistics division, the accounting office will enter a clearing date when they have received the source documents from the logistics division. The accounting office enters the transaction code, document number, and clearing date. The match keys are transaction code and document number. Once the accounting office has made its input and a match is made, the record is flagged and will clear the file at monthend. Transaction codes excluded from the data clearing process are 00 and 06.
- d. Suspense File Reports.
  - (1) The Suspense File Status List. This report lists all open items that require matching input from either the accounting office or logistics division and also what items have cleared. This report is produced monthly and identifies which office should enter input to clear each open item from the file. The report uses the abbreviations of "A" or "LOG" to identify the accounting office or the logistics division.

(2) The Suspense File Reconciliation List. The listing is sorted by transaction code, asset class, and logistics document number; it reflects all transaction records that update the suspense file during the month. The accounting office uses the listing to validate updates to the suspense file and to validate the net change in account 19FA. The listing subtotals are within transaction code and totals by transaction code. Accounting offices receive this listing.

23. GENERAL LEDGER CONTROL. PPIMS uses a set of general ledger control accounts, journal entry recording, and an automated transaction code concept to maintain financial control over recorded property values.

a. Chart of Accounts. PPIMS uses a subset of the DAFIS general ledger chart of accounts. The accounts used pertain to property, transfers in or out, suspense file entry, and accounts to identify major types of acquisition or disposition of property. The accounts used are listed in chapter 6 of this directive.

b. Transaction Codes. For all monetary transactions recorded to PPIMS, the transaction must contain a transaction code. Transaction codes are listed in chapter 6 of this directive. The transaction code serves two purposes:

(1) Audit Trail. The transaction code describes the event or action affecting property; i.e., it describes the types of acquisition, transfer, or disposition of an item.

(2) Journal Entry. The transaction code defines the automated journal entry to be applied to the transaction. A general ledger treatment table exists that specifies by transaction code the account to be debited or credited in the general ledger file.

24. BROWSE AND INQUIRE FUNCTION. All PPIMS users can use the browse or inquire screens to access PPIMS data files. The browse or inquire screens are listed below and are accessible through the browse and inquire function submenu.

Browse and Inquire Screens.

- (1) Browse Suspense File (T/C Other).
- (2) Browse Intra - Reg Trans File.
- (3) Dictionary Review
- (4) Inquire Log Batch File.
- (5) Inquire Suspense File.
- (6) Inquire Property File.
- (7) Inquire NSN File.
- (8) Inquire Excess File.
- (9) Inquire ACCTG Batch File.
- (10) Inquire Facility File.

25.-29. RESERVED.



## CHAPTER 3. REQUIREMENTS AND PRINCIPLES

30. STATUTORY REQUIREMENTS.

a. The Federal Property and Administrative Services Act of 1949. Section 202(b) of this act requires each executive agency to maintain adequate inventory controls and accountability systems for the property under its control (40 U.S.C. 483).

b. The provisions of 31 U.S.C. 3512(b) requires the head of each Federal agency to establish internal accounting and administrative controls to ensure that all assets are safeguarded against waste, loss, unauthorized use, and misappropriation.

31. OTHER EXTERNAL REQUIREMENTS.

a. Federal Property Management Regulations (FPMR). This body of regulations prescribes the policies and procedures for all Government agencies to acquire, manage, control, and dispose of property.

b. Title 2, General Accounting Office Policy and Procedures Manual for Guidance of Federal Agencies. This title provides the general accounting principles and standards to be followed by all Government agencies in maintaining financial property records.

32. PRINCIPLES.

a. Capitalization Criteria. FAA-owned personal property shall be capitalized under item accountability when it is separately identified as an end item and does not lose its identity by being incorporated into another item of equipment or rolled up and capitalized at the facility level as installed facility equipment. Also, useful life and cost criteria must be met as enumerated below.

\* (1) Useful Life. Capitalized equipment must have a useful life of more than 2 years.

(2) Unit Cost. The unit cost must be \$5,000 or more when purchased. Unit cost is equal to purchase prices plus transportation cost (freight-in costs), less purchase discounts (whether the discount is taken or not). All subsequent acquisitions of an identical item (same NSN) shall be capitalized regardless of its unit cost.

(3) Equipment Items. Status of items capitalized (or noncapitalized) remains in that status until disposition.

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b. Selectively Managed and Controlled Categories. These categories apply to items which are not capitalized but are individually recorded in the FAA's property records solely for management and item control purposes.

\* (1) Sensitive Items. These items shall be entered into the in-use personal property records for selective management and item control purposes. Mandatory items shall include: cameras and photographic equipment; audio or visual aids and equipment; pocket, portable, and desk-top adding machines; calculators, tape recorders, and typewriters; portable communications equipment; binoculars; and firearms. These items are recorded because of their susceptibility to theft. \*

(2) Leased or Borrowed Personal Property. These items shall be entered into the in-use personal property records for selective management and item control purposes.

(3) Loaned FAA Personal Property. These items shall be entered into the in-use personal property records for selective management and item control purposes at the discretion of the property manager.

(4) Airway Facilities Installed and Portable Test Equipment. These items, not subject to the above capitalization criteria, shall be entered into the in-use personal property records for selective management and item control purposes.

(5) Special Interest Item. An item that has been determined to be selectively managed and controlled in the best interest of FAA. These items can include hazardous items, critical items, items with special material content, and items determined by management decision to warrant selective management and control.

c. Recorded Values. Items of in-use personal property shall be capitalized or recorded on the basis of actual cost or estimated cost at the time of acquisition as show below.

(1) Donations. Record the estimated fair market value that the FAA would have been willing to pay for the property considering its serviceability to the FAA.

(2) Fabrications. Record actual costs such as plans, designs, specifications, direct labor, equipment, materiel, supplies, any other direct charges, and an equitable allocation of indirect general and administrative costs attributable to the fabrication effort.

(3) Intra-agency Transfers. Items acquired from FAA regions, the FAA Technical Center, the Mike Monroney Aeronautical Center, or from the FAA headquarters shall be recorded at the value that was posted on the transferor's books.

(4) Late payment penalties. Late payment penalties are a cost of operations incurred because of the failure to make payment within the vendor's stipulated time limits. These penalties are not added to the property item's value but recorded to expense.

(5) Purchases. Items acquired by purchase shall be valued at the actual invoice cost paid by the FAA. Actual acquisition cost includes the purchase price plus transportation cost, less purchase discounts (whether taken or not).

(6) Retirements. When property is retired from service, destroyed, transferred, sold, or otherwise disposed of, the cost or other basis of accounting shall be removed from the accounts as well as any recorded accumulated depreciation.

(7) Transfers From Other Government Agencies. Reimbursable transfers of property acquired by the FAA shall be recorded at the transfer price agreed to by the FAA and the other agency. Property transferred to the FAA on a nonreimbursable basis shall be recorded on the basis of the lower of the estimated fair market value of the item or the value that was recorded by the transferor agency.

(8) Trade-ins and Exchanges. Property acquired in which the seller or transferor allows credit for a trade or item exchanged shall be recorded at the amount paid or payable for the item acquired plus the trade-in credit received.

### 33. ORGANIZATIONAL RESPONSIBILITIES.

a. Accounting Divisions. These organizations are responsible for the timely and accurate reporting of the total value of in-use personal property existing within the regions or center serviced and for ensuring proper and accurate financial records are maintained. This responsibility of capitalized in-use property is discharged by the system monitoring and review of information and reports provided by PPIMS. Accounting responsibilities include:

(1) Correct input, as necessary, of financial data entered in the suspense file for: (a) locally funded procurements, (b) financial detail records, and (c) other transactions where in-use personal property is moving between systems or regions.

(2) Reviewing daily batches received from the logistics division for accuracy and annotating errors on the accompanying batch listing. The annotated batches are returned to the logistics division for correction via terminal entry.

(3) Ensure that aged items requiring accounting input clear the suspense file. The necessary input should be made within 90 days after items appear on the suspense file.

\*

(4) Reconciling the batch control register to monthend listings and the general ledger summary recap on batch listings to the control account 17GP Equipment In-Use in DAFIS.

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(5) Clearing and researching of uncleared suspense file records. Each region/center shall issue a supplement that outlines procedures and responsibilities for clearing aged items from the suspense file.

(6) Filing completed batches after reconciliation.

(7) Coordinating the operations of PPIMS with the logistics division and the management systems division in each region or center.

\* (8) Coordinating with the logistics division the project materiel interface and the input of personal property to PPIMS within the same accounting period that F&E capitalizations are processed in DAFIS. (This responsibility only exists if the accounting office elects to control the TC 02 input to PPIMS). \*

b. Management Systems Division. These organizations are responsible for timely and responsive automated support of PPIMS. Organizational responsibilities include:

\* (1) Implementing new automated procedures or new program changes to PPIMS as provided by the lead region (Great Lakes Region, AGL). \*

(2) Maintaining uniform input terminal screen formats and edit routines.

(3) Assisting user in the operation of input terminals under PPIMS.

(4) Operating and maintaining a uniform system configuration.

(5) Coordinating the operation of PPIMS with the logistics division and accounting office activities.

(6) Incorporating approved system enhancements as authorized.

c. Logistics Divisions.

(1) Property Managers. Property managers are assigned by regional administrators or center directors and are normally the head of the organizational element which has the primary function of management and control of property, such as the Manager, Materiel Management Branch, or functional equivalent. All property managers in the FAA shall:

(a) Designate by organizational position in the property custodian of each custodial area within the region or center. The property manager shall not also serve as a property custodian. The property manager assigns property custodian responsibilities to organizational levels not lower than:

1 The manager of an Airport Traffic Control Tower, Flight Service Station, General Aviation District Office, Airway Facilities Sector, or other field facility manager who reports directly to the regional office.

## CHAPTER 4. SYSTEM INTERRELATIONSHIPS

40. OTHER SYSTEM INTERFACES.

a. General. PPIMS is a separate system relative to the other separate systems that exist in the regions or centers. Other than the automated interfaces described below, data transfer from PPIMS to these other systems or from these systems to PPIMS is accomplished manually. The other systems are: Government-Furnished Property, Real Property, Excess Property, the National Depot Supply System at the Aeronautical Center, the Materiel Management Accounting System at the FAA Technical Center, and the Departmental Accounting and Financial Information System (DAFIS).

b. Automated Interfaces. PPIMS receives data from other systems on a monthly basis through an automated interface procedure with the Field Inventory Management System (IN). The Project Materiel System also interfaces with PPIMS.

(1) Field Inventory Management System (IN).

(a) Facility Master File System. PPIMS receives facility identification and location data from this system through an automated interface with the IN system. The data provided is the facility identification, cost center, and location. Facility data is processed into PPIMS after the data has been reviewed and changes have been made. This is a manual process in regions/centers that do not have the IN system.

(b) Financial Detail Record (FDR). PPIMS receives FDR's from the monthly edited FDR tape through the IN system. This is a manual process in regions/centers that do not have the IN system.

\* (2) Project Materiel System. PPIMS receives data on installed facility equipment and equipment that will be individually recorded in PPIMS for capitalized (commissioned) facilities from this system. Facility equipment dollars and installation charges are automatically interfaces from the Regional Project Material System to PPIMS by logistics users at the time the F&E job is closed out.

41. CONTROL OF THE PROJECT MATERIEL INTERFACE. The regional/center Project Managers are responsible for coordinating and controlling the input of ADP transactions which impact the in-use personal property records. The logistics and accounting divisions have separate functions.

a. The logistics division accomplishes all data entry, adjustments, corrections, and changes to the Regional Project Material Management System (RPMMS) and PPIMS inventories. The appropriate paperwork is forwarded to the accounting division for DAFIS data entry.

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b. The Accounting Division reviews the closeout batches for the RPMMS against the RPMMS interface batch listing from the PPIMS to confirm that the amounts are equalled. The RPMMS interface batch listing is produced during the RPMMS and PPIMS month-end process.

c. The Accounting Division coordinates discrepancies in values with the Logistics Division before adjustment is made to the accounting records.

#### 42. MANUAL INTERFACE TO DAFIS.

\* a. Concept. PPIMS and DAFIS are two separate systems that are updated concurrently through separate source document input to both systems. Input to PPIMS is at the lowest item or unit basis whereas input to DAFIS is at the obligation document number level. PPIMS serves as a subsidiary ledger to the DAFIS general ledger account 17GP. Input to both systems is reconciled monthly using reports from each system.

b. Manual Interface. Chapter 7 defines the steps that should be followed in achieving the interface of data from PPIMS to DAFIS at summary level. The interface can be accomplished daily but a monthly interface to DAFIS is sufficient for control and general ledger update purposes.

#### 43. SYSTEM RECONCILIATIONS.

a. Frequency. PPIMS reconciliation to DAFIS should be performed monthly and quarterly.

b. General Ledger Accounts. PPIMS and DAFIS general ledger accounts; 17GP, Equipment In-Use; 19FA, Undistributed Assets; and 82AA, Transfer In-Direct Shipments, should be reconciled monthly. The DAFIS General Ledger Transaction Report; PPIMS Monthly Suspense File Status List; Monthly Transactions by Transaction Code List; and the Monthly General Ledger Summary List are used in this process. \*

#### 44.-49. RESERVED.

FIGURE 5-1. DATA ELEMENTS (CONT'D)

| <u>Category</u>                   | <u>Data Element Field</u>                                 | <u>Data<br/>Field Size</u> |
|-----------------------------------|---|----------------------------|
| Facility Data                     |   |                            |
|                                   | 22. Facility Contraction (FAC CONTR)                      | 5                          |
|                                   | 23. Facility Location (FAC LOC)                           | 4                          |
|                                   | 24. Facility Name (FAC NAME)                              | 16                         |
|                                   | 25. Facility Type (FAC TYPE)                              | 5                          |
|                                   | 26. Region/Cost Center (R/CC)                             | 5                          |
| Processing and Documentation Data |   |                            |
|                                   | 27. Accounting Document (ACCTG DOC)                       | 8                          |
|                                   | 28. Item Number (ITEM NR)                                 | 2                          |
|                                   | 29. Batch Id. (BATCH ID)                                  | 6                          |
|                                   | 30. Date of Action (DOA)                                  | 5                          |
|                                   | 31. Logistics Document (LOG DOC)                          | 5                          |
|                                   | 32. Project Materiel Cumulative Job Order<br>Number (JON) | 5                          |
|                                   | 33. Record Number (REC NR)                                | 5                          |
|                                   | 34. Transaction Code (TC)                                 | 3                          |

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52. FINANCIAL CODES. The following codes are financial and are of particular interest to the accounting office in their review of PPIMS financial output. The codes are directly associated with property classification and property reporting.

a. Capitalized, Selectively Managed and Controlled Codes.

| <u>Description</u>                    | <u>Code</u> |
|---------------------------------------|-------------|
| Capitalized                           | C           |
| Selectively Managed<br>and Controlled | S           |

b. Ownership Codes.

| <u>Description</u>                  | <u>Code</u> |
|-------------------------------------|-------------|
| FAA-owned and maintained            | 1           |
| FAA-owned - loaned to military      | 2           |
| FAA-owned - loaned to civil agency  | 3           |
| FAA-owned - loaned to contractors   | 4           |
| Military-owned - FAA maintained     | 5           |
| Military-owned - FAA supply support | 6           |
| Contractor-owned - FAA operated     | 7           |
| Owned by others - FAA leased        | 8           |
| FAA borrowed and reloaned           | 9           |

c. Asset Class Codes.

| <u>Description</u>                                      | <u>Code</u> |
|---|-------------|
| Office furniture, machines, and<br>equipment            | 11          |
| Motor vehicles, general purpose                         | 12          |
| Printing and photographic equipment                     | 13          |
| Medical equipment                                       | 14          |
| Protective clothing and survival<br>equipment           | 15          |
| Household equipment and furnishings                     | 16          |
| ADP equipment   | 17          |
| * Prototype and experimental equipment                  | 20          |
| Research and development test equipment                 | 21          |
| Off-road and special purpose vehicles                   | 41          |
| Marine equipment  | 42          |
| Shop equipment  | 43          |
| Commissary, pressing, and domestic<br>service equipment | 44          |
| Equipment not otherwise classified                      | 45          |
| Emergency readiness and civil defense<br>equipment      | 46          |
| Training equipment                                      | 47          |

\*



| <u>Description (Cont'd)</u>  | <u>Code</u> |
|--|-------------|
| Facility electronic, electrical,<br>mechanical equipment installed at air<br>navigation or air traffic control<br>facilities | 61          |
| Facility portable test equipment   | 62          |
| Rack-mounted test equipment  | 63          |
| Portable and installed communication<br>equipment  | 64          |
| Aircraft and accessory equipment   | 81          |
| Avionics equipment   | 82          |
| Aircraft test equipment  | 83          |

\* d. Region or Center Codes. These codes are listed in FAA Order 1375.7A,  
Organization/Cost Center Codes Standard Data Elements.

e. Cost Center Codes. These codes are listed in FAA Order 1375.7A,  
Organization/Cost Center Codes Standard Data Elements. \*

f. Transaction Codes. These codes are described in chapter 6 of this order.

g. General Ledger Account Codes. These codes are described in chapter 6 of  
this order.

53.-59. RESERVED.



## CHAPTER 6. GENERAL LEDGER CONTROL

- \* 60. CONCEPT. PPIMS contains a set of self-balancing general ledger accounts and provides monthly trial balance output for accounting control purposes. The general ledger treatment is automated through the use of transaction codes that are input on all monetary updates to the system. The accounts used are the DAFIS chart of accounts to facilitate the interface of data from PPIMS to DAFIS. DAFIS contains the official general ledger control accounts.

61. ACCOUNTS AND TRANSACTION CODES.

- \* a. Accounts. The PPIMS accounts are a subset of the DAFIS chart of accounts. However, statistical accounts are used that are not a part of the DAFIS accounts. The statistical accounts provide a control function that is limited to PPIMS operations. Four statistical accounts exist to identify manual or system-generated adjustment transactions for purchase discount decrease adjustments and transportation charge increase adjustments to the recorded value of property items as input by logistics personnel. A fifth statistical account exists as a contra-account to the other four statistical accounts. The statistical accounts are a set of self-balancing accounts and they are closed out against each other at fiscal yearend. The PPIMS accounts are listed in figure 6-1, PPIMS Accounts.

b. Transaction Codes.

(1) Description of Action. Transaction codes describe the type of property action being recorded; i.e., the type of acquisition, adjustment, transfer, or disposition that has taken place. The codes also specify the general ledger treatment to be applied by the system for all monetary transactions.

(2) General Ledger Treatment Table. This system table contains the transaction codes and ownership codes along with their general ledger treatment. All monetary transactions must include a transaction code and ownership code. The table in all cases defines a capitalized or noncapitalized general ledger treatment depending on the property item's capitalized status. A transaction code may generate supplemental general ledger entries for update of the statistical accounts. Figure 6-2, PPIMS General Ledger Treatment, identifies the applicable general ledger treatment for each transaction code and ownership code combination. The figure also identifies transaction codes that go to the suspense file and identifies sources of input by office. The code A is accounting office; L is logistics division.

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FIGURE 6-1. PPIMS ACCOUNTS

| <u>ACCOUNTS</u> | <u>TITLE</u>   |
|-----------------|--|
| 15GX            | Work-in-Process  |
| 15MA            | Material Loaned to Others                                      |
| 15MB            | Government-Furnished Property to Contractor                    |
| 17GP            | Equipment In-Use   |
| 17HP            | Non-FAA Owned Personal Property                                |
| 17HQ            | Non-FAA Owned Personal Property - Contra                       |
| 19FA            | Undistributed Assets   |
| 32AX            | Invested Capital   |
| 32BX            | Transfers In from Government Agencies - Without Reimbursement  |
| 32CA            | Transfers Out to Government Agencies - Without Reimbursement   |
| 32CB            | Transfers Out to Others - Without Reimbursement                |
| 34AC            | Donations  |
| 61BN            | Materiel Price Variance  |
| 61AA            | Operating Expense  |
| 65BX            | Cost of Sales  |
| 71AA            | Nonfunded Costs - Physical Materiel and Other Gains and Losses |
| 71AB            | Nonfunded Costs - Physical Inventory Adjustments               |
| 82AA            | Transfer in - Direct Shipments                                 |
| 83AB            | Materiel Returns to Depot                                      |
| 9320            | Transportation Charges - Generated                             |
| 9330            | Purchase Discounts - Generated                                 |
| 9340            | Transportation Charges - Generated                             |
| 9350            | Purchase Discounts - Generated                                 |
| 9390            | Statistical Accounts - Contra                                  |

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\*

**FIGURE 6-2. PPIMS GENERAL LEDGER TREATMENT**

| TC | DESCRIPTION  | SUSP<br>FILE | ON       | TERM<br>ID | NONCAPITAL<br>DR | CR           | CAPITALIZE<br>DR | CR           | SUPPLEMENT<br>DR | CR |
|----|--|--------------|----------|------------|------------------|--------------|------------------|--------------|------------------|----|
|    | **INCREASE TCS**   |              |          |            |                  |              |                  |              |                  |    |
| 00 | Received from FAA Depot<br>Logistics Input<br>(receipt)                      | Y            | 1        | L          | 61AA             | 19FA         | 17GP             | 19FA         |                  |    |
| 01 | Received from vendors<br>(AAC or Wash. Fund)<br>Logistics Input<br>(receipt) | Y            | 1        | L          | 61AA             | 19FA         | 17GP             | 19FA         |                  |    |
| 02 | Received from Work-in-<br>Progress   | Y            | 1        | L          | 61AA             | 15GX         | 17GP             | 15GX         |                  |    |
| 03 | Received from excess<br>and surplus property                                 | Y            | 1        | L          | 61AA             | 19FA         | 17GP             | 19FA         |                  |    |
| 04 | Received from other<br>FAA sources outside<br>regional accounts              | Y            | 1        | L          | 61AA             | 19FA         | 17GP             | 19FA         |                  |    |
| 05 | Received from other<br>Government agencies<br>w/o reimbursement              | N            | 1        | L          | 61AA             | 32BX         | 17GP             | 32BX         |                  |    |
| 06 | Regional funded<br>purchases Logistics<br>Input (receipt)                    | Y            | 1        | L          | 61AA             | 19FA         | 17GP             | 19FA         |                  |    |
| 07 | Received on loan<br>from others  | N            | 5-9      | L          | 17HP             | 17HQ         | 17HP             | 17HQ         |                  |    |
| 08 | Return of equipment<br>loaned to civilian/<br>military agencies              | N            | 1,2<br>3 | L<br>L     | 61AA<br>61AA     | 15MA<br>15MA | 17GP<br>17GP     | 15MA<br>15MB |                  |    |
| 08 | Return of equipment<br>loaned to contractor                                  | N            | 4        | L          | 61AA             | 15MB         | 17GP             | 15MB         |                  |    |
| 09 | Received from in-<br>ventory unassigned -<br>project matl.                   | Y            | 1        | L          | 61AA             | 19FA         | 17GP             | 19FA         |                  | *  |

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FIGURE 6-2. PPIMS GENERAL LEDGER TREATMENT (CONT'D)

| TC                      | DESCRIPTION   | SUSP<br>FILE | ON | TERM<br>ID | NONCAPITAL<br>DR | CR   | CAPITALIZE<br>DR | CR   | SUPPLEMENT<br>DR | CR     |
|-------------------------|---|--------------|----|------------|------------------|------|------------------|------|------------------|--------|
| <b>**INCREASE TCS**</b> |   |              |    |            |                  |      |                  |      |                  |        |
| OA                      | Received from others<br>w/o reimbursement                                     | N            | 1  | L          | 61AA             | 34AC | 17GP             | 34AC |                  |        |
| OC                      | Received from R, E&D<br>project material                                      | Y            | 1  | L          | 61AA             | 19FA | 17GP             | 19FA |                  |        |
| OD                      | Received from project<br>material -- reserved<br>for F&E projects             | Y            | 1  | L          | 61AA             | 19FA | 17GP             | 19FA |                  |        |
| OE                      | Received from operat-<br>ing materiel in-<br>ventory-general<br>stocks/stores | Y            | 1  | L          | 61AA             | 19FA | 17GP             | 19FA |                  |        |
| OF                      | Received from<br>operating materiel<br>inventory-aircrafts<br>stocks/stores   | Y            | 1  | L          | 61AA             | 19FA | 17GP             | 19FA |                  |        |
| OG                      | Transfer in from<br>personal property<br>unassigned (AUSDS)                   | Y            | 1  | L          | 61AA             | 19FA | 17GP             | 19FA |                  |        |
| OH                      | General transporta-<br>tion charge adjust-<br>ment                            | Y            | 1  | L          | 61AA             | 61BN | 17GP             | 61BN | 9320             | 9390   |
| OM                      | Manual transporta-<br>tion charge adjust-<br>ment                             | N            | 1  | A          | 61AA             | 61BN | 17GP             | 61BN | 9340             | 9390   |
| <b>**DECREASE TCS**</b> |   |              |    |            |                  |      |                  |      |                  |        |
| 10                      | Transfer to FAA<br>Depot  | N            | 1  | L          | 83AB             | 61AA | 83AB             | 17GP | 72AA             | 17GP   |
| 11                      | Transfer to excess/<br>surplus  | Y            | 1  | L          | 19FA             | 61AA | 19FA             | 17GP | 72AA             | 17GP * |

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FIGURE 6-2. PPIMS GENERAL LEDGER TREATMENT (CONT'D)

| TC | DESCRIPTION  | SUSP | ON  | TERM | NONCAPITAL |      | CAPITALIZE |      | SUPPLEMENT |      |
|----|--|------|-----|------|------------|------|------------|------|------------|------|
|    |  | FILE |     | ID   | DR         | CR   | DR         | CR   | DR         | CR   |
|    | **DECREASE TCS**   |      |     |      |            |      |            |      |            |      |
| 12 | Transfer to WIP-(F&E projects)                             | Y    | 1   | L    | 19FA       | 61AA | 19FA       | 17GP | 72AA       | 17GP |
| 13 | Equipment surveyed (lost, stolen, or damaged)              | N    | 1   | L    | 72AA       | 61AA | 72AA       | 17GP | 72AA       | 17GP |
| 14 | Transfer to other FAA activities outside regional accounts | Y    | 1   | L    | 19FA       | 61AA | 19FA       | 17GP | 72AA       | 17GP |
| 15 | Transfer to other Government agencies w/o reimbursement    | N    | 1   | L    | 32CA       | 61AA | 32CA       | 17GP | 72AA       | 17GP |
| 16 | Sale of Equipment - proceeds not available                 | N    | 1   | L    | 65BX       | 61AA | 65BX       | 17GP | 72AA       | 17GP |
| 17 | Transfer to civilian/military agencies                     | N    | 1-3 | L    | 15MA       | 61AA | 15MA       | 17GP |            |      |
|    |  | N    | 4   | L    | 15MB       | 61AA | 15MB       | 17GP |            |      |
| 18 | Transfer to others, return of borrowed property            | N    | 5-9 | L    | 17HQ       | 17HP | 17HQ       | 17HP |            |      |
| 19 | Transfer to inventory - unassigned project materiel        | Y    | 1   | L    | 19FA       | 61AA | 19FA       | 17GP | 72AA       | 17GP |
| 1A | Transfer to others w/o reimbursement                       | N    | 1   | L    | 32CB       | 61AA | 32CB       | 17GP | 72AA       | 17GP |
| 1B | RESERVED   |      |     |      |            |      |            |      |            |      |
| 1C | Transfer to R, E&D project materiel                        | Y    | 1   | L    | 19FA       | 61AA | 19FA       | 17GP | 72AA       | 17GP |

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\* FIGURE 6-2. PPIMS GENERAL LEDGER TREATMENT (CONT'D)

| TC                 | DESCRIPTION   | SUSP<br>FILE | ON  | TERM<br>ID | NONCAPITAL<br>DR | CR   | CAPITALIZE<br>DR | CR   | SUPPLEMENT<br>DR | CR   |
|--------------------|---|--------------|-----|------------|------------------|------|------------------|------|------------------|------|
| **DECREASE TCS**   |   |              |     |            |                  |      |                  |      |                  |      |
| 1D                 | Transfer to project<br>materiel - reserved<br>for F&E Projects              | Y            | 1   | L          | 19FA             | 61AA | 19FA             | 17GP | 72AA             | 17GP |
| 1E                 | Transfer to operating<br>materiel - general<br>stocks/stores                | Y            | 1   | L          | 19FA             | 61AA | 19FA             | 17GP | 72AA             | 17GP |
| 1F                 | Transfer to operating<br>materiel inventory -<br>aircraft stocks/<br>stores | Y            | 1   | L          | 19FA             | 61AA | 19FA             | 17GP | 72AA             | 17GP |
| 1H                 | Generated cash<br>discounts   | N            | 1   | L          | 61BN             | 61AA | 61BN             | 17GP | 9390             | 9330 |
| IM                 | Manually entered<br>cash discounts  | N            | 1   | A          | 61BN             | 61AA | 61BN             | 17GP | 9390             | 9350 |
| IN                 | Reimbursable<br>transfers to other<br>agencies                              | N            | 1   | L          | 65BX             | 61AA | 65BX             | 17GP | 72AA             | 17GP |
| **ADJUSTMENT TCS** |   |              |     |            |                  |      |                  |      |                  |      |
| 21                 | Inventory Adjust-<br>ments - Decrease                                       | N            | 1   | L          | 71AB             | 61AA | 71AB             | 17GP | 72AA             | 17GP |
| 51                 | Inventory Adjust-<br>ments - Increase                                       | N            | 1   | L          | 61AA             | 71AB | 17GP             | 71AB |                  |      |
| 22                 | Record data change<br>- Decrease  | N            | 1   | L          | 71AB             | 61AA | 71AB             | 17GP |                  |      |
|                    |   |              | 2,3 | L          | 71AB             | 15MA | 71AB             | 15MA |                  |      |
|                    |   |              | 4   | L          | 71AB             | 15MB | 71AB             | 15MB |                  |      |
|                    |   |              | 5-9 | L          | 17HQ             | 17HP | 17HQ             | 17HP |                  |      |

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FIGURE 6-2. PPIMS GENERAL LEDGER TREATMENT (CONT'D)

| TC                 | DESCRIPTION   | SUSP | ON  | TERM | NONCAPITAL |      | CAPITALIZE |      | SUPPLEMENT |      |  |
|--------------------|---|------|-----|------|------------|------|------------|------|------------|------|--|
|                    |   | FILE |     | ID   | DR         | CR   | DR         | CR   | DR         | CR   |  |
| **DECREASE TCS**   |   |      |     |      |            |      |            |      |            |      |  |
| 52                 | Record data change<br>- Increase                                      | N    | 1   | L    | 61AA       | 71AB | 17GP       | 71AB |            |      |  |
|                    |   |      | 2,3 | L    | 15MA       | 71AB | 15MA       | 71AB |            |      |  |
|                    |   |      | 4   | L    | 15MB       | 71AB | 15MB       | 71AB |            |      |  |
|                    |   |      | 5-9 | L    | 17HP       | 17HQ | 17HP       | 17HQ |            |      |  |
| 23                 | Price adustment -<br>Decrease   | N    | 1   | L    | 71AB       | 61AA | 71AB       | 17GP |            |      |  |
| **ADJUSTMENT TCS** |   |      |     |      |            |      |            |      |            |      |  |
| 53                 | Price adjustment -<br>Increase  | N    | 1   | L    | 61AA       | 71AB | 17BP       | 71AB |            |      |  |
| 24                 | Exchange and Repair<br>adjustment - Decrease                          | N    | 1   | L    | 72AA       | 61AA | 71AA       | 17GP |            |      |  |
| 54                 | Exchange and Repair<br>adjustment - Increase                          | N    | 1   | L    | 61AA       | 71AA | 17GP       | 71AA |            |      |  |
| 25                 | Transfer between<br>custodians within<br>region - Decrease            | N    | 1   | L    | 19FA       | 61AA | 19FA       | 17GP | 72AA       | 17GP |  |
| 55                 | Transfer between<br>regional custodian<br>within region -<br>Increase | N    | 1   | L    | 61AA       | 19FA | 17GP       | 19FA |            |      |  |
| 27                 | Transfer within a<br>custodial area<br>within region -<br>Decrease    | N    | 1   | L    | 19FA       | 61AA | 19FA       | 17GP | 72AA       | 17GP |  |
|                    |   |      | 2,3 | L    | 72AB       | 15MA | 72AB       | 15MA |            |      |  |
|                    |   |      | 4   | L    | 72AB       | 15MB | 72AB       | 15MB |            |      |  |
|                    |   |      | 5-9 | L    | 17HQ       | 17HP | 17HQ       | 17HP |            |      |  |

\*

FIGURE 6-2. PPIMS GENERAL LEDGER TREATMENT (CONT'D)

| TC                      | DESCRIPTION  | SUSP<br>FILE | ON  | TERM<br>ID | NONCAPITAL<br>DR | CR   | CAPITALIZE<br>DR | CR   | SUPPLEMENT<br>DR | CR |
|-------------------------|--|--------------|-----|------------|------------------|------|------------------|------|------------------|----|
| <b>**ADJUSTMENT TCS</b> |  |              |     |            |                  |      |                  |      |                  |    |
| 57                      | Transfer within a<br>custodial area<br>within region -<br>Increase | N            | 1   | L          | 61AA             | 19FA | 17GP             | 19FA |                  |    |
|                         |  |              | 2,3 | L1         | 15MB             | 71AB | 15MA             | 71AB |                  |    |
|                         |  |              | 4   | L          | 15MB             | 71AB | 16MB             | 71AB |                  |    |
|                         |  |              | 5-9 | L          | 17HP             | 17HQ | 17HP             | 17HQ |                  |    |
| 2A                      | Property Value<br>Adjustment -<br>Decrease                         | N            | 1   | A          | 72AA             | 61AA | 72AA             | 17GP |                  |    |
| 5A                      | Property Value<br>Adjustment - Increase                            | N            | 1   | A          | 61AA             | 71AA | 17GP             | 71AA |                  |    |
|                         |  |              | 2,3 | A          | 15MA             | 71AA | 15MB             | 71AA |                  |    |
|                         |  |              | 4   | A          | 15MB             | 71AA | 15MB             | 71AA |                  | *  |

62. GENERATED TRANSACTION CODES. The PPIMS general ledger treatment table as contained within the system has data items that specify what follow-on transactions are generated as a result of certain manually input transaction codes. Up to two follow-on transactions can be created from one manually input transaction. The schedule below defines the input transaction code and other input conditions and the subsequent generated follow-on transactions.

| <u>Transaction Code</u> | <u>Other Input Conditions</u> | <u>Generated Follow-on Transactions</u> |
|-------------------------|-------------------------------|---|
| 01                      | Other than asset class 61     | OH and 1H                               |
| 01                      | Asset class 61                | None                                    |
| 10 through 1N           | Other than asset class 61     | None                                    |
| 10 through 1N           | Asset class 61                | Supplement G/L                          |
| 22                      | All asset classes             | 52                                      |
| 23                      | All asset classes             | 53                                      |
| 24                      | Other than asset class 61     | 54                                      |
| 24                      | Asset class 61                | Supplement G/L                          |
| 25                      | Other than asset class 61     | None                                    |
| 25                      | Asset class 61                | Supplement G/L                          |
| 27                      | Other than asset class 61     | 57                                      |
| 27                      | Asset class 61                | Supplement G/L                          |

63. GENERAL LEDGER OUTPUT. Three hard copy listings provide complete general ledger audit trail from individual batches through monthend trial balance listings. The reports are listed below and are described in chapter 8.

- (a) Daily Processed Transactions List.
- (b) Monthly General Ledger Summary List.
- (c) Asset Class Summary List.

64.-69. RESERVED.



c. Close Batch Function. The system provides a batch status screen that allows logistics and accounting users to inquire the status of batches and print batches on a daily basis. Logistics users can inquire the status of batches but only the accounting office can close a batch for processing. Once a batch is closed, records in it can no longer be changed, the general ledger file is updated, and a last printout of the batch is made that shows the general ledger recap of the batch. The batch status is flagged to indicate the batch is closed and released for subsequent monthend processing.

d. Review of Batches. Each accounting office receives from the logistics division batch lists and source documents. The accounting office compares the listing to source documents and the batch list is annotated for corrections. The batch lists are returned to the logistics division. As a result of this review, the accounting office can make amount adjustments to items on the itemized file that result from overlooked purchase discounts or transportation charges that are not recorded.

e. General Ledger Control.

(1) Self-Balancing Set of Accounts. PPIMS contains its own set of  
\* self-balancing accounts that is a subset of the DAFIS general ledger accounts. These accounts capture the financial input of transactions.

(2) Daily Input. Property update transactions recorded by logistics personnel are input with a transaction code that defines the general ledger impact of that transaction. Use of this code provides the means for general ledger input by nonaccounting personnel.

(3) Control Concept. The general ledger control concept is as follows:

(a) Prior to batches being closed, batch data can be changed, added to, or deleted and batch lists can be printed at any time with batch totals only;

(b) Once a batch is closed, the general ledger file is updated and the batch list is printed with a general ledger recap; and

(c) The batch is flagged as closed on the batch status file and released for monthend processing.

f. Suspense File Control. The suspense file exists to ensure that the accounting office sees all source documents supporting acquisition, transfer, or disposition of property and to ensure that property is properly recorded and accounted for. The control concept is defined in chapter 2, paragraph 22a of this order.

## 72. INPUT SCREEN DESCRIPTIONS.

a. General. Accounting users input the following types of transactions: (a) suspense file data for financial detail records and locally funded purchases; (b) clearing dates to release logistics entered suspense file records; (c) close batch actions; (d) changes to project materiel interface data (applicable only where an automated project materiel interface is used); and (e) input of itemized property and installed facility items that result from F&E project capitalizations (applicable only if the accounting office decides to control such input).

b. List of Screens. The following screen formats are described in the paragraphs below; following the conclusion of the descriptive paragraphs are figures displaying each screen.

- (1) Greetings Screen.
- (2) Main Menu.
- (3) Batch Status.
- (4) Accounting Update.
- (5) Add A Suspense Record.
- (6) Modify A Suspense Record.
- (7) Delete A Suspense Record.
- (8) Change PMC Auto Input.
- (9) F&E Capitalization.
- (10) F&E Capitalization (Asset Class 61).
- (11) New Adjustment Amount.
- (12) Clear A Suspense Record.

### c. Descriptions of Screens.

- (1) Greetings Screen (see figure 7-2 on page 77).

(a) After system logon (using Data General procedures), this screen greets the user to the system and provides implementation information.

(b) The screen displays messages when the automatic Facility Master File updates or the automatic Project Materiel transactions have been loaded and printed.

- (2) Main Menu (see figure 7-3 on page 78).

(a) The main menu serves as the system driver. This menu can be accessed from all screens in the system.

(b) This screen allows all system users to access major system processes or functions.

(c) A numbered function key is depressed (corresponding to the number of the process desired), then that process screen is displayed.

\*

FIGURE 7-5. ACCOUNTING UPDATE MENU

|                     |                          |                        |                        |                 |  |
|---------------------|--------------------------|------------------------|------------------------|-----------------|--|
| HEADQUARTERS REGION |                          | PPIMS - AOO            |                        | BATCH ID: _____ |  |
| OCT 16, 1989        |                          | ACCOUNTING UPDATE MENU |                        |                 |  |
| KEY                 | FUNCTION                 | KEY                    | FUNCTION               |                 |  |
| 1                   | ADD A SUSPENSE RECORD    | 7                      | NEW/ADJ AMOUNT         |                 |  |
| 2                   | MODIFY A SUSPENSE RECORD | 8                      | CLEAR SUSPENSE RECORDS |                 |  |
| 3                   | DELETE A SUSPENSE RECORD | 12                     | DELETE EMPTY BATCH     |                 |  |
| 4                   | CHANGE PMC AUTO INPUT    | 13                     | PRINT BATCH            |                 |  |
| 5                   | F&E CAPITALIZATION       | 14                     | MON/QTR SIGN OFF       |                 |  |
|                     |                          | 15                     | MAIN MENU              |                 |  |

\*

FIGURE 7-6. ADD A SUSPENSE RECORD

HEADQUARTERS REGION  
MAR 22. 1985

PPIMS - A01  
ADD A SUSPENSE RECORD

BATCH ID: 3MARJW

TC: 06

ACCTG DOC: TEST0000

ITEM NR: 001

CC: 1400

NSN: TEST-00-000-0000

DESC: IBM PC 3270 COLOR DI

COST CENTER QTY:00001

UNIT AMOUNT: 000000100.00

COST CENTER AMOUNT: 100.00

RECVD COST CENTER QTY: 00000

RECVD COST CENTER AMOUNT: 000000000.00

| KEY | FUNCTION   |
|-----|------------|
| 1   | ADD RECORD |

| KEY | FUNCTION        |
|-----|-----------------|
| 6   | ACCTG SUSP MENU |
| 7   | CANCEL SCREEN   |

| KEY | FUNCTION    |
|-----|-------------|
| 14  | LAST RECORD |
| 15  | MAIN MENU   |



FIGURE 7-11. NEW/ADJ AMOUNT (TC OM, 1M, 2A)

|                              |               |                                     |                       |                  |  |
|------------------------------|---------------|-------------------------------------|-----------------------|------------------|--|
| HEADQUARTERS REGION          |               | PPIMS - A06                         |                       | BATCH ID: 000JW1 |  |
| MAR 11, 1985                 |               | NEW / ADJ AMOUNT<br>(TC OM, 1M, 2A) |                       |                  |  |
| TC: OM                       | PIN: W06175   | AMOUNT:                             | 260.13                | LOG DOCMT: 79011 |  |
| CC: 2000                     | FAC LOC: HDQR | FAC TYPE: XXXXX                     | NSN: 7420-00-WAO-1216 | SF: 01           |  |
| DESC: CALCULATOR CANONMP1216 |               |                                     | C/S: C                | A/C: 11          |  |
| TYPE/MDL:                    | MFG:          | YR/MFG: 83                          | MFG CODE:             |                  |  |
| S/N: 718600                  | TC: 06        |                                     |                       |                  |  |
| ADJ AMOUNT: _____            |               |                                     |                       |                  |  |

  

|     |                   |     |               |     |             |
|-----|-------------------|-----|---------------|-----|-------------|
| KEY | FUNCTION          | KEY | FUNCTION      | KEY | FUNCTION    |
| 1   | UPDATE RECORD     | 7   | CANCEL SCREEN | 13  | REVERSAL    |
| 6   | ACCTG UPDATE MENU |     |               | 14  | LAST RECORD |
|     |                   |     |               | 15  | MAIN MENU   |

FIGURE 7-12. CLEAR A SUSPENSE RECORD

|                                     |                 |  |                   |                   |           |
|-------------------------------------|-----------------|--|-------------------|-------------------|-----------|
| HEADQUARTERS REGION<br>MAR 11, 1985 |                 | PPIMS - A07<br>CLEAR A SUSPENSE RECORD |                   | BATCH ID: 000JW2  |           |
| TC:                                 |                 | ACCTG DOC:                             |                   |                   |           |
| CAP AMOUNT:                         |                 | 00.00                                  |                   | INSTL ADJ : 00.00 |           |
| SM&C AMOUNT:                        |                 | 00.00                                  |                   |                   |           |
| CLEARING NUMBER: _____              |                 |  |                   |                   |           |
|                                     |                 |  |                   |                   |           |
| KEY                                 | FUNCTION        | KEY                                    | FUNCTION          | KEY               | FUNCTION  |
| 1                                   | DOC CLEAR       | 4                                      | DELETE SCREEN     | 15                | MAIN MENU |
| 2                                   | NEXT RECORD     | 6                                      | ACCTG UPDATE MENU |                   |           |
| 3                                   | PREVIOUS RECORD | 7                                      | CANCEL SCREEN     |                   |           |

#### 74. BROWSE AND INQUIRY FUNCTION.

a. General. The system provides several browse and inquiry screens to allow all system users to monitor the status and contents of files and tables. The browse and inquiry screens are organized under separate submain menus. From either submain menu, access to the specific detail screen is accomplished by depressing the numbered function key corresponding to the number of the desired screen.

b. Browse versus Inquiry. Browse menus allow review of multiple file or table records per screen display. The screens feature a scrolling feature to review multiple records on a file or table. Inquiry screens display only one file or table record and the screens provide a prior and next record feature to facilitate individual record review.

c. Browse Function. The following screens can be called from the browse menu.

- (1) Browse Suspense File (other).
- (2) Browse Intra-Region Transfer File.
- (3) Dictionary Review.

d. Inquiry Function. The following screens can be called from the inquiry menu.

- (1) Inquire Logistics Batch File.
- (2) Inquire Suspense File.
- (3) Inquire Property File.
- (4) Inquire NSN Description File.
- (5) Inquire Excess File.
- (6) Inquire Accounting Batch File.
- (7) Inquire Facility Table.

e. Screen Descriptions. Appendix 1 provides illustrations of the browse and inquiry screens.

#### 75. DAILY BATCH PROCESSING.

##### a. Logistics Batches.

(1) Logistics personnel enter data through terminals from documentation received from custodians, other regions, and program offices. These documents are grouped to form batches, then the document data is input with unique batch identification.

(2) Batched input is entered through the logistics property update screen with an identifying batch number.

(3) After logistics personnel input a batch, the print batch function is used to output a batch listing.

(4) The source documents and batch listing are forwarded to the accounting office for their review. The accounting office reviews the source documents to the data on the listing and particularly reviews the use of transaction code, recorded amount, and capitalized or sensitive indicator. The batch listing is marked if corrections are required and returned to the logistics division for input of corrections.

b. Accounting Batches.

(1) Accounting personnel may enter batched input for TC 00 and TC 06 transactions to the suspense file prior to logistics division data entry.

(2) TC 00 input is processed as a weekly/monthly automated batch with the source of input being the edited FDR tape from the Field Inventory Management System (IN System) processing.

(3) TC 06 input is manually entered for locally funded orders or contracts.

(4) Accounting personnel record logistics batch numbers, batch total amounts, and batch status to a batch control log.

(5) During the month, accounting personnel use the batch status screen to review the status of batches and to close batches. The accounting office closes all logistics batches.

76. DAILY PROCESSING ACTIONS.

a. Transaction code 00.

(1) Accounting personnel enter Financial Detail Records (FDR's) into the suspense file prior to logistics personnel entries. For those regions and centers that receive the weekly transmissions from the Aeronautical Center, this input is automated. The automated input is under batch control in PPIMS. For regions and centers without the automated interface, accounting personnel enter the entries manually. The source of manual entries is the Financial Detail Records Transmittal List received from the Aeronautical Center's accounting office.

(2) Accounting entries are made at a summary level; subsequent receipt entries made by logistics personnel are at the individual item level. The accounting entry is at depot document number level, unit amount level, and cost center level. The records also contain original quantity that identifies the total number of units to be received.

(3) Suspense file records clear at the document number, item number, and unit amount level. The record clears when the received quantity equals the original quantity total input by accounting personnel. The received quantity is accumulated by subsequent logistics division entries made to the item level; these entries are based on receipt of the items.

(4) Suspense file records can be reviewed any time by using screen I02, Inquire Suspense File. This screen shows the summary level record and the individual PIN level records (logistics records).

(5) The FDR interface listings are compared to the Financial Detail Record Transmittal List that is produced when the FDR transmission is received. The FDR listings are produced for control and review purposes and to assure that only in-use items get recorded to PPIMS. The FDR review listings include;

(a) the FDR Review List which identifies those items over \$300 that match the NSN file but requires property manager review, (b) the Automatic FDR Update List identifies those items that update PPIMS, and (c) the Not Applicable FDR List identifies those items that do not go into PPIMS. These listings are described in chapter 8 of this order.

b. Transaction Code 02.

(1) Transfers from work in process resulting from F&E Capitalization can be handled one of two ways: (a) logistics personnel can make the entries with subsequent accounting office review; or (b) accounting personnel can control the process and make entries for the logistics division.

(2) Logistics personnel enter capitalization data manually and schedule the automated interface with the Project Materiel System. The project materiel data comes into PPIMS in batch mode and the data has a unique batch number.

(3) The batch listing and capitalization package documents are sent to the accounting office for review and annotation of errors. Accounting personnel annotate error corrections to the batch listing and then return the listing and capitalization documents to the logistics division.

(4) If the accounting office controls the process, then accounting personnel perform the input by using screens A04, Change PMC Auto Input, screen A05, F&E Capitalization.

(5) The logistics division receives the capitalization packages first and annotates the NSN number and NSN suffix numbers on the capitalization documents. The capitalization packages are then sent to the accounting office. The logistics division arranges with the management systems division to schedule the Project Materiel interface to PPIMS.

(6) Accounting personnel input changes to the Project Materiel interface data using screen A04. The Project Materiel Transaction List and documents from capitalization packages are used to input changes.

(7) Accounting personnel input itemized property from capitalization documents with screen A05 and rolled-up facility equipment with screen A05.

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\*

## (8) WITHDRAWN--CHG 1

\*

c. Transaction Code 06.

(1) Accounting personnel enter local purchases to the suspense file upon receipt of purchase order or contract documents. Entry is made at time of obligation and is made at the purchase order, item number, and cost center level. Total number of items to be received are entered in the cost center quantity field of the record.

(2) Local purchases are entered as batches with unique batch numbers.

(3) Subsequent entry by logistics personnel is at item (PIN) level and based on receipts. When all items have been recorded to a cost center record; that is, when the quantity received equals the original quantity, the accounting record will clear the suspense file at monthend.

(4) Uncleared suspense file records are printed monthly and a separate aging report prints those items that have not cleared after 60 days. These two reports are: the Suspense File Status List and the Personal Property Followup List. Accounting offices use the Suspense File Status List to research uncleared records.

d. Other Suspense File Transactions.

(1) Certain other transaction codes enter the suspense file from logistic terminals but only require clearing entry by accounting personnel.

(2) Screen A07, Clear a Suspense Record, is used for this clearing input. The clearing number that is entered is the date the accounting office received the appropriate document.

(3) Applicable transaction codes are: 01 (if logistics performs input), 03, 04, 09, 0C, 0D, 0E, 0F, 0G, 11, 12, 14, 19, 1B, 1C, 1D, 1E, and 1F.

e. Other Transaction Codes.

(1) Certain transaction codes are entered by logistics personnel but do not update the suspense file. The transaction codes update the property or the rolled-up facility file.

(2) Applicable transaction codes are: 05, 07, 08, 0A, 0H, 0M, 10, 13, 15, 16, 17, 18, 1A, 1H, 1M, 1N, and 2A.

f. Adjustment Transaction Codes.

(1) Adjustment transaction codes do not enter the suspense file but are transactions that modify the amount or other data elements to existing file records. These transactions are entered by logistics.

(2) The adjustment codes are as follows:

| <u>TC</u> | <u>Title</u>                          |
|-----------|---------------------------------------|
| 21/51     | Inventory Adjustments                 |
| 22/52     | Data Element Changes                  |
| 23/53     | Price Adjustments                     |
| 24/54     | Exchange and Repair Adjustments       |
| 25/55     | Transfers Between Regional Custodians |
| 27/57     | Transfers Within a Custodial Area     |

g. Purchase Discounts and Transportation Charges.

(1) Personal property values are recorded net of purchase discounts taken and transportation charges paid. The system accomplishes this function through automated means and manual input.

(2) Transaction code 01 input generates OH and LH transaction codes to apply transportation charge and purchase discount adjustments, respectively. The system automatically applies average percentage factors to the input amount to generate increase and decrease adjustment amounts to adjust the property item's value. The percentage factors are stored in a system table and updated by data processing personnel at fiscal yearend. The accounting office will provide the estimates for this table.

(3) Screen A06, New Adjustment Amount, is used to input manual adjustment amounts for transportation charges (TC OM) and/or purchase discounts (TC 1M). The screen is also used to make other appropriate adjustments to the value of property items using TC 2A, General Price Adjustments.

h. Daily Reconciliation and DAFIS Update.

(1) Accounting offices should close batches as soon as possible to receive the final batch listing that displays the general ledger recap of the batch. The batch log should be updated for closed status.

\* (2) DAFIS can be updated during the month with closed batch data using the PPIMS batch number as the document number in DAFIS or it can be updated at monthend after PPIMS monthend reconciliations have been performed. In either case, the paragraph directly below describes the input procedures.

i. DAFIS Interface Procedures.

(1) Purchase or acquisitions of property in DAFIS should be recorded with a blank MAC code for the funded entries. These documents are generally obligation documents with major object class 31.

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\* (2) After monthend cutoff and internal reconciliations, use the monthly processed transaction report and its general ledger recap to update DAFIS with summary level transactions. The report number and date should be used as part of the document identification in DAFIS.

(3) In conjunction with step (2) above, determine the fund source for DAFIS summary level entries. The DAFIS summary entries are by the appropriation that funded the acquisitions.

(4) In DAFIS, using the two monthly PPIMS reports described above, post the summary transactions as follows: (a) post the TC 230F entries by appropriation to account 61AA, Operating Expense, the amounts being recorded to account 17GP; and (b) post the transaction 128F to record acquisitions to accounts 17GP and 18JW, Fixed Assets Capitalized - Applied. \*

(5) If the interface is done daily (more labor-intensive), steps (2), (3), and (4) are performed daily. The PPIMS report source is the daily PPIMS batch lists.

#### 77. MONTHEND PROCESSING.

a. The accounting office coordinates with the logistics division the monthend cutoff for current processing actions.

Jan.b. The accounting office reviews the status of batches and closes all open batches.

c. The accounting office gives approval for monthend processing and the property manager initiates monthend processing.

d. PPIMS automatically generates monthly accounting reports or listings. If additional reports are required, accounting will utilize the report selection screen that is illustrated in chapter 8 of this order.

e. The monthly general ledger summary listing is to be compared to the file of closed batch listings. The monthly general ledger summary listing provides an audit trail from the general ledger account to closed batch numbers impacting each general ledger account.

\* f. The accounting office reconciles a document control log of purchase orders, IOTV documents, contract, and disposition documents processed in PPIMS to the same documents processed in DAFIS under account 17GP. The DAFIS monthly general ledger analysis report is used for this process. This step identifies the timing differences of the two systems processing the same acquisition and disposition documents. \*

g. Research open suspense file records with logistics personnel for TC 00 and 06 records to determine subsequent period clearance actions.

\* h. Update DAFIS with adjusting entries to account 17GP so that it agrees with the 17GP account balance in PPIMS. \*



78. QUARTERLY PROCESSING.

- a. The monthly steps described in paragraph 77 are done.
  - b. Select the asset class summary report and compare this report total to the Official Property Report total. Compare both reports to the cumulative balance in account 17GP in PPIMS.
- \*

79. YEAREND PROCESSING.

- a. Monthly and quarterly steps described above are done.
- b. The accounting office ensures that the utility program to reset certain general ledger accounts to zero is performed. Certain accounts in PPIMS are maintained on a cumulative fiscal year basis. Regional/centers accounting offices will determine which general ledger accounts they wish to reset to zero.
- c. Monitoring the applications of purchase discounts and transportation charge adjustments is performed. Accounts 9340 and 9350 provide cumulative adjustment amounts for manually entered transportation charges and cash discounts, respectively. Accounts 9320 and 9330 provide cumulative amounts for generated transportation charge and cash discount adjustments, respectively.
  - (1) Local purchase documents should be sampled and reviewed to test the reasonableness of the cumulative figures in accounts 9340 and 9350.
  - (2) Each accounting office shall provide the cumulative figure in 9320 and 9330 to the Accounting Systems Division, AAA-400, in Washington, DC, which in turn shall sample Washington, DC, contracts to test the reasonableness of the percentage factors for TC 01 transactions.
- d. Each accounting office ensures percentage updates for TC 01 transactions are entered into the system. These updates are provided by the Accounting Systems Division, AAA-400, in Washington, DC, at fiscal yearend.

80.-82. RESERVED.



## CHAPTER 8. REPORTS

83. GENERAL. Accounting offices, logistics divisions, and custodians receive system reports to aid in the management and control of personal property. A description of the report selection process and the reports is the function of this chapter. Appendix 2 provides illustrations of the reports received by accounting offices. FAA Order 4650.21B, Management And Control Of In-Use Personal Property, illustrates other system reports used by logistics divisions and custodians.

84. REPORTS SELECTION. Accounting offices select accounting control reports by using screen U05, Accounting Reports Selection. The user first goes to the main menu, then to the utility menu screen. From the utility menu, the user selects function 5 to get screen U05. The user then selects one, some, or all reports displayed by entering one or more report codes. Figure 8-1, Utility Menu, displays the utility menu; Figure 8-2, Accounting Report Selection, displays the reports selection screen. Both figures follow.

FIGURE 8-1. UTILITY MENU

| HEADQUARTERS REGION<br>MAY 21, 1985 |                             | PPIMS - 000<br>UTILITY MENU |                        |
|-------------------------------------|-----------------------------|-----------------------------|------------------------|
| KEY                                 | FUNCTION                    | KEY                         | FUNCTION               |
| 1                                   | G/L TABLE UPDATE            | 6                           | INVENTORY LIST LABELS  |
| 2                                   | G/L ACCOUNT UPDATE          | 7                           | SPMC DICTIONARY UPDATE |
| 3                                   | DICTIONARY UPDATE MENU      | 8                           | AF TEST EQUIP LOAD     |
| 4                                   | LOGISTICS REPORT SELECTION  | 14                          | SPECIAL USER UTILITY   |
| 5                                   | ACCOUNTING REPORT SELECTION | 15                          | MAIN MENU              |

**FIGURE 8-2. ACCOUNTING REPORT SELECTION**

| HEADQUARTERS REGION |        | PPIMS - UDS                       |                  |
|---------------------|--------|-----------------------------------|------------------|
| MAY 31 1985         |        | ACCOUNTING REPORT SELECTION       |                  |
| REPORT CODE         | RIN    | REPORT TITLE                      | REPORT FREQUENCY |
| 51                  | PP07R1 | MONTHLY PROCESS TRANSACTION LIST  | M                |
| 52                  | PP08R1 | BATCH SUMMARY LIST                | M                |
| 53                  | PP09R1 | ACCOUNTING BATCH LIST             | M                |
| 54                  | PP10R1 | SUSPENSE FILE STATUS LIST         | M                |
| 55                  | PP11R1 | MONTHLY TRANSACTIONS BY T/C       | M                |
| 56                  | PP12R1 | ASSET CLASS SUMMARY LIST          | M                |
| 57                  | PP13R1 | SUSPENSE FILE RECONCILIATION LIST | M                |
| 58                  | PP05R1 | GENERAL LEDGER TREATMENT LISTING  | AS               |

SELECTION --

| KEY | FUNCTION       | KEY | FUNCTION      | KEY | FUNCTION  |
|-----|----------------|-----|---------------|-----|-----------|
| 1   | PROCESS REPORT | 5   | UTILITY MENU  | 15  | MAIN MENU |
|     |                | 7   | CANCEL SCREEN |     |           |

85. REPORTS DESCRIPTION.

a. General. The reports and listings received by accounting offices are described first followed by descriptions of the other system reports and listings. The listings received by accounting offices are described in subparagraphs b through n below.

b. Daily Processed Transactions List (PP101R1). The listing is sorted by document number by batch number; it reflects transactions entered by logistics personnel that update the property data base. Batch totals are by line count, non-capitalized, capitalized, and total amounts; and if the batch is closed, a general ledger recap is also provided.

c. Monthly Processed Transactions List (PP303R1). The listing is sorted by document number by batch number; it reflects all closed batch transactions processed during the month. Logistics divisions and accounting offices use the listing for document reconciliation purposes and to facilitate monthend balancing. Batch totals are shown at the end of each batch for batch line count, noncapitalized, capitalized, and batch total amounts. For workload measurement, other listing totals show the total number of batches, the total number of input transactions, and the total number of generated transactions.

d. Batch Summary List (PP306R1). This summary listing of batches provides a summary of closed batches processed during the month. The listing depicts by batch number the following totals: batch line count and batch total amounts by noncapitalized, capitalized. The overall listing totals provide total line count and total noncapitalized, capitalized and total amounts.

e. Accounting Batch List (PP309R1). The listing is sorted by document number by batch number; it reflects accounting office input to the suspense file. Accounting input consists of TC 00, TC 06, purchase discount and transportation charge adjustments, and other price adjustments.

f. Monthly General Ledger Summary List (PP315R1). The listing is sorted by batch number within general ledger account number; it reflects, for accounting office users, the beginning account balance, the month-to-date account balance by batch amounts, and the cumulative account balance forward.

g. Project Materiel Transaction List (PP324R2). The listing is sorted by record number by job order number; it reflects project materiel for capitalized projects and any manual update entries to capitalized projects. The listing is produced when the logistics division releases the project materiel work file into the system.

h. Suspense File Status List (PP327R1). The listing is sorted by transaction code, document number, and PIN. It depicts open and closed suspense file records and indicates whether the logistics division or the accounting office is to initiate clearing input. The report has three sections: section 1 shows TC 00 and TC 06 records; section 2 shows all other suspense file records; and section 3 is for cleared suspense records.

\* i. Suspense File Reconciliation List (PP333R1). The listing is sorted by transaction code, asset class, and logistics document number; it reflects all transaction records that update the suspense file during the month. The accounting office uses the listing to validate updates to the suspense file and to validate the net change in account 19FA in PPIMS.

j. Monthly Transactions by T/Code List (PP336R1). The listing is sorted the same way and has the same format as the listing described directly above. It lists all transaction code records that update the personal property files. Accounting offices receive the listing and they use it for monthend reconciliation and research purposes.

\* k. Asset Class Summary List (PP342R1). The listing is sorted by ownership code subtotals within asset class. It provides a monetary summary of the property database by ownership code and asset class designation. Ownership code subtotals are by noncapitalized, capitalized amounts, and their total amounts; asset class totals are by noncapitalized, capitalized, and their total amounts. Accounting offices use the listing to validate general ledger accounts 17GP, 15MA, 15MB, and 17HP in PPIMS.

l. Intra-Region Transfer List (PP348R1). This listing is produced monthly in cost center code sequence. It contains information on property transferred from one custodial account to another custodial account within the region or center. The listing is used to determine the status of due-in property and to ensure that, upon receipt of the property, proper documentation is forwarded by the gaining custodian to the logistics division. The listing serves as a suspense file which is opened and later closed through action by the property manager once receipt documentation is matched against the original shipping documentation.

m. Financial Detail Record (FDR) Process Lists. FDR's are input into the Field Inventory Management System (IN System) through an automated interface. A monthly tape from this process is used by PPIMS to produce various listings. The listings have the same format and are sorted by recorded number, document line number, cost center, and national stock number (NSN). Each of the three listings are described below:

\* (1) FDR Review List (PP357R1). Accounting offices and logistic divisions receive this listing. The listing identifies those FDR records that do not match the NSN file but have values over \$5,000 and are identified as accountable records by the FAA Logistics Center. These records are reviewed by logistics personnel to see if any should enter the system. If records are to be entered, the accounting personnel are informed so that they can manually input the records.

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(2) Not Applicable FDR List (#P361R1). The listing goes to the accounting office and identifies those FDR records that should not go into the system. Records on this listing do not match NSN file, are below \$300, and are nonaccountable as identified by the FAA Logistic Center. \*

(3) Automatic FDR Transaction List (PP363R1). The listing identifies the FDR records that update the suspense file with TC 00. These items are those that match the NSN file.

n. PPIMS-II G/L Treatments (PP805R1). The listing is in transaction code sequence and reflects all general ledger treatments within PPIMS. Accounting and logistics may use this listing to verify general ledger treatment for daily batches processed. Listing may be requested as needed.

o. Monthly Processed Transaction List By Cost Center (RIS: LG 4650-31). This report is produced monthly in cost center, facility location, and facility type sequence. It contains information on all transactions processed by the custodian during the previous monthly period. This report is used by the property custodians to ensure that all appropriate in-use personal property documents are recorded in the system. Property managers shall also review this report to ensure correct processing of all regional or center transactions. Logistics divisions and custodians receive this report.

p. Automatic Facility Table File Update List (PP321R1). This listing is sorted by cost center, location, and facility type. It reflects the interfaced updates from the Field Inventory Management System. The source of these records is the Facility Maintenance Master File (FMM). These records also update the facility table file. Logistics divisions receive this listing. \*

q. Automatic Project Materiel Transaction List (PP324R1). This listing is sorted by record number within job order number. It identifies project materiel items for capitalized F&E jobs. The listing provides job order amount totals and a cumulative listing amount total. The job order totals reflect the value of facility equipment for capitalized (commissioned) facilities. Logistics divisions receive this listing.

r. Personal Property Followup List (PP330R1). This two-part listing is produced monthly in cost center code sequence. Part one of this listing contains information on outstanding FDR's in the PPIMS suspense file which do not have matching receiving documentation entered in the file. Part two contains information on purchase orders recorded in PPIMS which are over 60 days old and which do not have matching receiving documentation entered in this file. This listing is used by the logistics division to initiate followup action with property custodians to ensure that all receipt documentation has been forwarded to the division and to ensure that timely entry of data by the division's staff is made. Logistics divisions receive this listing.



s. Property Management Report by Cost Center (PP405R1). This report is produced quarterly in cost center sequence. It shows regional or center in-use property records by custodial area. This report is used by the logistics division and property custodians as their official property record in conjunction with the previous quarter's report and the previous three processed transactions reports to validate all property transactions for the quarter and subsequent balances for the official property record.

t. Itemized Property Listing by NSN (PP410R1). The listing depicts the entire itemized property file in NSN sequence. Logistics divisions receive this listing.

u. NSN Description List (PP415R1). The listing is sorted by NSN suffix records within NSN and contains NSN description data and suffix records. NSN suffix records identify changes in manufacturer, type, or model identification. Logistics divisions receive this listing.

v. Property Description List by Nomenclature (PP420R1). This listing is derived from the description file and is produced in NSN ALPHA description sequence. Distribution is made to the logistics division. The listing is used to find the NSN of an item on record when only descriptive information is available. Logistics divisions receive this listing.

w. Property Identification Labels. The labels are produced in cost center, facility, and NSN sequence. New labels are produced monthly for acquisition and for changes in the descriptive data for existing property items. Labels are received by the logistics division which in turn distribute them to custodians. These labels may be in bar code form. They are attached to equipment for machine reading during inventories.

x. Facility Table File Update (PP345R). The listing shows the adds, changes, and deletes to facility file records during the month. Logistics divisions receive this listing.

y. NSN Transaction List (PP351R). This listing is sorted by update code, NSN, and NSN suffix. The listing shows the adds, changes, and deletes to NSN file records during the month. Logistics divisions receive this listing.

z. Equipment Type or Model Number List (PP425R1). The listing consists of NSN description records by equipment type and model number sequence. Logistics divisions receive this listing.

aa. Facility Table List (PP430R1). The listing is sorted by cost center and facility location. It provides facility identification data, cumulative facility equipment cost, and cumulative installation costs. Accounting offices and logistics divisions receive this listing. Cumulative facility equipment and  
\* installation costs are components of the cumulative balance in account 17GP.

ab. Ad Hoc Inventory Lists. Six inventory listings can be selected on an ad-hoc basis by the logistics division to be used in taking physical inventories. The listings are distributed to logistics divisions as a minimum and to accounting offices if they are actively observing or participating in physical inventories. The listings are:

- (1) C/C (A/C, NSN Sequence).
- (2) C/C (PIN Sequence).
- (3) A/C (NSN Sequence).
- (4) A/C (PIN Sequence).
- (5) LABELS.
- (6) SPMC.

86.-89. RESERVED.

APPENDIX 1. BROWSE AND INQUIRE SCREENS

1. PURPOSE. This appendix illustrates the various browse and inquire screens available to all users of the system. The screens provide a powerful tool to: (a) check the status of files; (b) review and research records; and (c) trace transactions.
2. BROWSE VERSUS INQUIRE. The browse screens allow multiple record review per screen display whereas the inquire screens are designed to display only one file record per screen display.
3. SCREEN ORGANIZATION. The specific browse or inquire screens are organized under separate browse and inquire main menus.
4. SCREEN ACCESS. Access to browse or inquire screens is achieved by depressing function key 5 (browse menu) or function key 6 (inquire menu) on the main menu; then depress the numbered function key for the screen desired on either the browse or inquiry menu. Once the key is depressed, the specific browse or inquire screen appears.
5. SCREEN FUNCTIONS. On any detail inquire or browse screen the functions that can be performed are listed at the bottom of the screen; to execute a function, the numbered function key is depressed.
6. FIGURES. All browse and inquire screens are displayed on the following pages, starting with the browse screens.

